



## Classification and Compensation Using the Hay System

### MAINTAINING 'THE GOLD STANDARD'

#### A two-day workshop for HR Professionals in Maine State Government

Under the Maine Management Service, the authority for evaluating job functions and setting salary grades of confidential managers under the new MMS classification plan will be delegated to departments and agencies, effective July 1, 2002. Agency human resources managers will be responsible for advising their commissioners and agency heads on the administration of the new classification plan. While the elimination of prescriptive procedures to allow agencies the flexibility to manage their operations is a hallmark of the Maine Management Service, *the gold standard*, the State's principles of fairness, must be upheld. The goal of the *Maintaining the Gold Standard* workshop is to build skills and accountability among agency HR professionals and managers to manage the new classification plan in a manner consistent with merit principles.

#### WORKSHOP INFORMATION

**When:** Choice of one of two two-day sessions: May 21-22 or May 23-24

**Where:** TBA

**Trainer:** Neville Kenning, National Director for Public Sector Consulting,  
The Hay Group

**What you will learn:** The purpose of this training is to provide a better understanding of the Hay system among all user agencies and skill in job evaluation prior to delegating job evaluation to line agencies.

Participants will become skilled in the Hay point factor job evaluation methodology. The training will include a conceptual discussion of the Hay system and job evaluation methodology, followed by practice evaluating real jobs. Attendees will leave with a better understanding of the Hay system and the concepts of job evaluation, as well as skill in job evaluation.

**Who should attend:** This training is considered essential for all state agencies, even if the agency chooses not to accept full authority for job evaluation for Maine Management Service positions. Specific people that should attend are:

HR Managers  
Directors of Administrative Services  
BHR Job Analysis Staff

Training is limited to approximately 30 (15 for each session), so nominations will be accepted from agencies. Trainees will be selected from among those nominated to ensure participation from all agencies.

**Nomination Deadline:** All nominations must be received by the Bureau of Human Resources by Friday, April 26, 2002.

*There is no charge for this workshop!*